Organization Overview

Tufts University is a leader in American higher education, distinctive for its success as a moderately-sized university that excels at research and is committed to providing students with a personal experience. Tufts is known for its academic blend of research and liberal arts, with three main campuses, including a medical school, dental school, and veterinary school. These practices create a unique combination that attracts faculty, staff and students who thrive in an environment of curiosity, creativity and engagement.

Department Overview

Viewing technology in the context of work, scholarship and campus life, Tufts Technology Services (TTS) is a university-wide service organization committed to delivering technology services that support Tufts’ mission of teaching, learning, research, and service. Understanding that IT enables innovation, TTS prioritizes holistic, human-centered design strategies to create timely and intuitive services, applications and tools that differentiate the Tufts experience.

Across our diverse and creative teams, we engage and focus our collective talent to strengthen Tufts’ strategic IT capabilities. To keep pace with our community’s emerging needs, we continue to evolve our competencies across four main families of practice, including Planning and Design, Service Delivery and Operations, Data Strategy, and Academic Technology.

Thinking and acting strategically with technology occurs through strong partnerships and an engaged community. Additionally, for technologies to take on integral meaning to our work, we also need reliable and consistent support in using them. With staff across all of Tufts’ campuses, as well as a 24x7 IT Service Desk, we collaborate with schools and divisions to meet the demands of a global, mobile community and to enable the broadest possible access.

Come join our collaborative, flexible work environment, where leadership is valued at all levels of the organization, and opportunities abound to work with leading technologies and learn new skills.

Job Description

The student intern will work with the Enterprise Architecture (EA) group in TTS to capture information technology system information. Current systems in use have grown in complexity and customization and it is highly desirable to

Intern Assignment: Enterprise Architecture Intern

Job Address: Tufts University, Medford/Somerville Campus, 169 Holland St., Suite 211 Somerville, MA 02144

Is Location MBTA Accessible? Yes

Hours Per Week: 10 – 15 hours/week (flexible – some hours may be worked remotely with supervisor’s permission)

Time Frame: 15 weeks, January 22nd – April 26th

Preferred Days of Week: M - F

Work Hours: Between 9:00 AM – 5:00 PM

Pay Rate: $18.00/hour

Room and Board: Not provided. Student intern is responsible for their housing arrangements

Contact Person: Margaret Rubio-Keefer, margaret.rubio_keefer@tufts.edu

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capture details of the various systems and enter them into the Tufts University repository. The student will be a part of conversations to decide how to format the tool for business use.

**Job Responsibilities**

Under close supervision and guidance, the student will:

- Convert existing Visio/OmniGraffle diagrams to ArchiMate Diagrams
- Use a home-grown Tufts tool (Discovery) and migrate the application inventory to Erwin EA Agile
- Migrate diagrams from previous Enterprise Architecture Review session to Erwin EA Agile
- Work with other TTS groups (Enterprise Applications, Information Security) to compile applications and relationships amongst those applications
- Perform quality checks and participate in Enterprise Architecture forums as needed

**Basic Qualifications**

- General knowledge about modeling and design
- Ability to efficiently manage time, multi-task as needed, and effectively navigate shifting priorities
- Flexibility and adaptability to work effectively as a member of a team as well as an ability to work independently
- Strong communication and interpersonal skills; the ability to work effectively with individuals at all levels of the organization
- Attention to detail and commitment to quality
- Critical thinking and problem-solving skills
- Having been given a set of resources to draw from, the ability and desire to learn independently

**Desired Qualifications**

- Basic understanding of modeling using UML, BPMN, Entity Relationship Diagram
- Knowledge of one or more programming language.
- Interest in systems design